

Employee Suggestion No. 303

25X1A9a

A. Information about the Suggester:

██████████, GS-7, Property Supply Supervisor, Supply Div., Logistics Office

B. Summary of the Suggestion:

The suggester proposes the use of manifold carbon sets throughout the Agency in the preparation of correspondence.

C. Present Method:

Except in isolated areas throughout the Agency correspondence is prepared by individual carbon and single sheet manifold paper.

D. Proposed Method:

The suggester proposes that wherever possible manifold carbon sets be used in the preparation of correspondence.

E. Suggester's Estimate of Costs and Savings:

- a. Carbon paper (cheapest variety) 8x10 $\frac{1}{2}$ bx 100 sheets, 56¢
- b. Manifold paper 8x10 $\frac{1}{2}$ 500 sheets, 84¢
- c. Manifold carbon sets 8x10 $\frac{1}{2}$ 500 sets, \$1.75

Assuming the use of a sheet of carbon paper (a.) is used approximately 10 times to each sheet and using as a basis 10 letters per day with original and five copies to each, the following savings are estimated:

- (1) Total cost for 100 letters using manifold paper and carbon, \$1.12.
- (2) Total cost for 100 letters using manifold carbon sets, \$1.75.

Figuring as a basis \$31.75 per annum (GS-4) as the average salary of typists and stenographers the hourly basis may be computed at \$1.52 per hour.

- (3) Average time used preparing 100 letters with paper and carbon, 3 minutes.
 - (4) Average time used preparing 100 letters with manifold sets, 1 minute.
 - (5) Total cost of time used preparing 100 letters with paper and carbon, \$7.60.
 - (6) Total cost of time used preparing 100 letters with carbon sets, \$2.56.
 - (7) Total cost of preparing carbons with present method, \$8.72.
 - (8) Total cost of preparing correspondence using proposed method with carbon sets, \$4.31.
- \$4.41 savings per 100 letters.

- (9) Figuring approximately 5,000 pieces of correspondence per day, the savings would amount to approximately \$220 per day, or \$57,200 per year. This estimate is based on stock issue of paper and carbons

F. Evaluation:

The Logistics Office has supplied the following information to the Committee:

"...Comparison with respect to cost of the manifold sets versus manifold paper and carbon paper as shown in the suggestion is not entirely correct. The cost of 18 lb. manifold paper is approximately \$2.20 per thousand or .0022 per sheet, cost of carbon paper .62 per 500 sheets or .0062; assuming that you use the carbon paper four times, cost would be .0018 per sheet, add to .0022 = .0040 cost per carbon and manifold paper per sheet, multiplied by 500 = \$2.25 per 500 sets. Compared with cost of manifold carbon sets which is \$1.75 per box, savings per 500 sets would be .50. (Agrees with suggester's estimate.)

It is believed that manifold carbon paper sets would be widely used and it is recommended that the item be established in the Agency as a regular stock item. It is not believed, however, that this item would replace the use of carbon and manifold paper as the manifold sets are normally inferior to the single sheet manifold and carbon paper."

The Chief, General Services Office has supplied the Committee with the additional information following:

1. "Time and motion studies conducted by management engineering firms, and the experience of such agencies as the Veterans' Administration, have indicated that savings can be realized through the use of manifold carbon sets (trade name, "Letterex"). The general use of Letterex is further recognized by the General Services Administration which lists this item in the Federal Supply Catalogue. It is therefore recommended that the suggestion be adopted.

2. An average annual savings on which to base an award has not been estimated for the following reasons:

a. There are no available records on which an estimate of the Agency's production of letters and memoranda can be based.

b. Copy requirements vary considerably and with the advancement of the Correspondence Management Program, the elimination of many extra copies is anticipated.

c. Although studies have provided estimates of time saved through the use of Letterex, common sense dictates a judicious use of such estimates except where savings in "production" typing (i.e., individuals devoting a full day exclusively to typing) are being considered.

In view of the foregoing, it is therefore recommended that the suggester be granted an award based upon the Agency-wide intangible savings in the forms of: Increased production of correspondence without an increase of personnel; and higher morale and better working conditions resulting from less handling of carbon paper by typists.

The Records Management and Distribution Branch proposes to include instructions on the use of Letterex in the Agency Correspondence Manual currently being revised. In the interim, information about Letterex will be disseminated to Area Records Officers in an issue of the Records Management Bulletin. Provision for stocking Letterex in the Agency supply system will be coordinated with the Logistics Office."

The Deputy Chief, General Services, has informed the Committee that the Contact Division, OO and the Logistics Office has now adopted the use of manifold carbon sets in the preparation of some reports.

G. Recommendation:

A telephone inquiry by the Secretary of the Committee to the Deputy Chief, OGS elicited the information that the estimate of savings contained in E (9) above should be considered as not more than 500 letters per day in his opinion. Therefore, based upon this approximate estimate, savings would be \$5,720. It is recommended that the Committee, if in accord with the above, consider an award of \$175 in keeping with the Table of Awards for suggestions with tangible savings.